



Ethical Trading and Modern Slavery Policy

NSW
The Bond 8 Elizabeth Macarthur Drive, Bella Vista, Sydney, 2153
1800 153 153 info@readinow.com www.readinow.com

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INTRODUCTION

1.1 INTRODUCTION

ReadiNow Corporation Pty Ltd (**Company**) is committed to upholding human rights, fair working conditions and environmental protection.

1.2 CONTEXT AND PURPOSE

ReadiNow aims to provide its customers with quality products and value for money. Maintaining a reputation for the highest legal, moral and ethical standards in our dealings with our customers and other key stakeholders is critical for our ongoing success.

The drivers of this policy are:

- to ensure we are sourcing our products in a responsible manner and working with our suppliers to improve their social and environmental practices.

The purpose of this Plan is to:

- notify the staff, contractors, customers and suppliers of the Company of the standards of Ethical Trading the Company expects them to operate under;
- encourage the staff and contractors to take steps to mitigate their risks of unethical trading in their areas of responsibility when working with or for ReadiNow.

Expected outcomes of this Policy are:

- In accordance with the expectations of our customers, the community, and the requirements of the Law, we endeavour to always operate responsibly within the community, and we expect the same from our suppliers.

1.3 SCOPE

This policy applies to all ReadiNow employees, contractors, suppliers, and business partners involved in software. This Policy is effective at the Company Offices at Suite 14, Level 06, The Bond, 8 Elizabeth Macarthur Drive, Bella Vista NSW 2153, Suite 02, Level 2, 55 Clarence Street, Sydney, CBD, (**Company Offices**) and where working remotely.

1.4 EXCEPTIONS TO THE POLICY

None.

1.5 SUPPLIERS' COMPLIANCE WITH THIS POLICY

We expect our suppliers to support the ethical standards set out in this Policy with regard to workplace safety, environment, and fair pay and employment conditions.

The Policy sets out the standards that we expect our suppliers to comply with when supplying products to ReadiNow. Our supplier is AWS for hosting and their compliance for ethical trading and modern slavery is published [here](#).

Our suppliers must commit to complying with the following requirements, which are drawn from the Ethical Trading Initiative (ETI) and International Labour Organisation (ILO) Conventions. These requirements represent minimum standards based on the principles of the United Nations Universal Declaration of Human Rights and the requirements of the Modern Slavery Act 2018 (*Cth*) and other applicable laws and regulations related to modern slavery and human trafficking.

ReadiNow is committed to working in partnership with its suppliers to help achieve compliance with this Policy.

1.6 BRIBERY AND CORRUPTION

Suppliers and staff shall not engage in acts of bribery, fraud and corruption and shall not falsify documents and records.

1.7 LABOUR RIGHTS

Employment is freely chosen. There is no forced, bonded or involuntary prison labour.

Workers are not required to lodge deposits or their identity papers with their employer and are free to leave their employer after reasonable notice.

1.8 SELF-ISOLATING FREEDOM OF ASSOCIATION

Self-Isolating Freedom of Association and the right to collective bargaining are respected.

Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.

The employer adopts an open attitude towards the activities of trade unions and their organisational activities. Workers' representatives are not discriminated against and have access to carry out their representative functions in the workplace.

Where the right to freedom of association and collective bargaining is restricted under Law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

1.9 WORKING CONDITIONS

A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health in the working environment.

Workers shall receive regular and recorded health and safety training, and such training shall be repeated for new or reassigned workers.

Access to clean toilet facilities and to clean and drinkable water and, if appropriate, sanitary facilities for food storage shall be provided.

Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.

Suppliers will ensure that personal protective equipment is available, and workers are trained in its use. Safeguards on machinery must meet or exceed local laws.

Suppliers shall assign responsibility for health and safety to a senior management representative.

1.10 CHILD LABOUR

ReadiNow supports ILO Convention 138 with regard to the appropriate age of workers and will not work with suppliers who use child labour.

Child labour refers to work that:

- Is mentally, physically, or morally harmful to children;
- Can negatively affect their mental, physical, or social development, and interferes with their schooling:
 - by depriving them of the opportunity to attend school; or
 - by obliging them to leave school prematurely; or
 - by requiring them to attempt to combine school attendance with excessively long and heavy work.

In short: child labour is work that deprives children of their childhood, their potential, and their dignity, and is harmful to their physical and mental development.

1.11 LIVING WAGES

Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.

All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.

Deductions from wages as a disciplinary measure or any deductions from wages not provided for by Law shall not occur without the expressed permission of the worker concerned. All disciplinary measures should be recorded.

1.12 WORKING HOURS

Working hours comply with any Law and benchmark industry standards, whichever affords greater protection.

In any event, workers shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one day off for every 7-day period on average.

Overtime shall be voluntary, shall not be excessive, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

1.13 DISCRIMINATION

There is no discrimination in hiring, compensation, access to training, promotion, termination, or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

1.14 REGULAR EMPLOYMENT

To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice.

Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

1.15 HARSH OR INHUMANE TREATMENT

Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

1.16 ENTITLEMENT TO WORK AND IMMIGRATION

Only workers with a legal right to work shall be employed or used by the supplier.

All workers, including employment agency staff must be validated by the supplier and/or ReadiNow's Personnel for their legal right to work by reviewing original documentation, as relevant.

The supplier shall implement processes to enable adequate control over agencies with regards to the above points and related legislation.

1.17 SUB-CONTRACTING AND HOME WORKING

There shall be no sub-contracting unless previously agreed with ReadiNow.

Suppliers must have adequate processes in place for properly managing sub-contracting and home working to ensure sub-contractors do not abuse, exploit or provide unsafe working conditions for their employees.

1.18 ENVIRONMENT COMPLIANCE

The facility shall comply with national and local environmental laws and regulations.

The facility shall dispose of its production waste in accordance with local environmental laws and regulations.

The facility must have identified and documented its key environmental impacts and implemented controls to minimise its impact on the environment with respect to solid waste disposal, hazardous chemicals storage and management, air and water emissions.

1.19 MODERN SLAVERY

ReadiNow is committed to upholding human rights, ethical business practices, and compliance with the Modern Slavery Act 2018 (*Cth*) and relevant international standards. We strictly prohibit all forms of modern slavery, including forced labour, human trafficking, debt bondage, servitude, and child labour, within our software services.

Our business also expects its service providers, suppliers, and contractors to share our commitment to act lawfully and ethically and to work to ensure that modern slavery is not taking place within its organisation or within its supply chain.

The term 'modern slavery' describes situations where coercion, threats or deception are used to exploit victims and undermine their freedom. Coercion, threats, and deception can be explicit or implicit. The Modern Slavery Act 2018 (*Cth*) 'Act' defines modern slavery as including eight types of serious exploitation; trafficking in persons, slavery, servitude, forced labour, forced marriage, debt bondage, the worst forms of child labour and deceptive recruiting for labour or services. The worst forms of child labour mean extreme forms of child labour that involve the serious exploitation of children, including through enslavement or exposure to dangerous work. The worst forms of child labour does not mean all child work. Under Australian law, modern slavery is defined in the Act. In the event of any inconsistency, the definitions in the Act take precedence over this policy.

1.20 REVIEW AND CONTINUOUS IMPROVEMENT

ReadiNow regularly reviews this policy to ensure its effectiveness and relevance, with specific attention to compliance regarding Philippine contractors and employees in Australia. We continuously monitor and evaluate our actions and initiatives to combat modern slavery and make improvements as necessary.

1.21 COMMUNICATION

This policy has been communicated to all ReadiNow employees, contractors, suppliers, and business partners, and is available internally. It is also made publicly available on ReadiNow's website.